



City of Winchester

Inspections Department

Rental Housing Notification

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
540-667-1815
Fax: 540-722-3618
Inspections@ci.winchester.va.us

Number: _____ (Office Use)

Owners of residential rental dwelling units located within a Rental Inspection District are required to provide this notification within 60 days of receiving notice or within 30 days of the property's sale or transfer of title.

Property Address: _____ Unit # (s) _____

Owner
Name: _____
Address: _____
City, State: _____
Telephone: _____
E-mail: _____

Managing Agent / Responsible Person
Name: _____
Address: _____
City, State: _____
Telephone: _____
E-mail: _____

Please describe the Dwelling Unit(s) on the property: (select one)

☐ **Single Family**
Number of bedrooms _____

☐ **Single Family with Accessory Unit(s)**
Number of units _____
Number of bedrooms _____

☐ **Multi-Family:**
Year constructed or converted _____
Number of dwelling units _____
Number of bedroom(s)/unit _____
☐ **Other:** Explain _____
Number of dwelling units _____
Number of bedroom(s)/unit _____

An inspection is required for all residential rental dwelling units to verify compliance with the Virginia Uniform Statewide Building Code within the City of Winchester's designated Rental Inspection District.

It is the owner's responsibility to call the Inspections Department at 667-1815 and schedule the required inspection within 30 days of completing this notification. A property representative must be present during the inspection. All inspection fees must be paid prior to the scheduled inspection date.

If violations are found and they do not affect the safety or habitability of the dwelling unit reasonable time will be given to make the necessary repairs.

Owner / Agent Signature: _____ Date: _____

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"Providing quality services to our citizens in a cost-effective, efficient and courteous manner, while anticipating the future needs of our community."